

# ATTENTION

**ALL PERSONNEL RECEIVING SHIPMENTS ARE  
REQUESTED TO FOLLOW THE PROCEDURES  
BELOW**

**1) VERIFY THAT EXACT PRODUCT, QUANTITY, AND PACK  
SIZE ARE THE SAME AS SHOWN ON BILL OF LADING**

**2) VISUALLY CHECK CASES FOR SIGNS OF DAMAGE.  
REJECT DAMAGED PRODUCT ONLY: ACCEPT UNDA MGED  
PRODUCT IN CASE OR BALE**

**3) NOTE ALL SHORTAGES, DAMAGES, OR DISCREPANCIES  
IN BLOCK 4 OF THE BILL OF LADING BEFORE SIGNING.**

**4) CALL FOOD PROGRAMS IF DISCREPANCIES CANNOT BE  
SATISFACTORY CLEARED.**

**THANKS FOR YOUR HELP! YOUR ATTENTION TO THESE  
PROCEDURES WILL INSURE YOUR PROPER CREDIT.**

**NE Food Distribution Program, P.O. Box 95026, Lincoln, NE 68509**

**Phone: (402) 471-9377, (402) 471-9351,  
(402) 471-9644**